

**35TH DISTRICT COURT
PROBATION OFFICER**

The 35th District Court, an Equal Opportunity Employer, is accepting resumes for the position of Probation Officer.

Job Description:

Applicant will be responsible for interviewing and writing pre-sentence reports for same day sentencing. Responsibilities include, but are not limited, issuing terms of probation; scheduling court-ordered programs; and monitoring caseload. Applicant will process probation violation petitions and file necessary paperwork.

Employment Qualifications:

- Must have a Bachelor's degree in Criminal Justice or related fields.
- Current certification in one of the following: Fundamentals of Alcohol and Other Drug Problems (FAODP), Assessment Referral Management Specialist (ARMS) or Certified Criminal Justice Professional (CCJP).
- Must be proficient in word processing programs
- Must have good written and verbal communication and interviewing skills

Please submit resumes to:

35th District Court
Atten: Alan Ingrody
660 Plymouth Rd.
Plymouth, MI 48170

Resumes must be received by February 25, 2005 No phone calls please.